

2012 HIGHLIGHTS

The Office of Surplus Property Management (OSPM) is a part of the DGS Central Procurement Unit. It manages the collection, distribution and allocation of usable state and federal surplus property. The office also assists state government agencies with the disposal of their surplus property. The office oversees two locations, a warehouse in Richmond and a warehouse/retail store in Wytheville.

SURPLUS PROPERTY ITEMS AVAILABLE

- This property includes office equipment, such as chairs, desks, tables, bookcases, and office partitions, is usually available on a regular basis.
- Other categories of property offered for purchase includes, but is not limited to: medical and laboratory items; educational items; cars and trucks; fire equipment; generators and motors; kitchen equipment; printers and copiers; and cleaning equipment and supplies.

WHO IS ELIGIBLE TO OBTAIN SURPLUS?

State agencies, cities and towns, pre-approved eligible licensed non-profits, and certain health and educational institutions can obtain both federal and state surplus. The general public can bid on state property only through public auctions or internet sales, and may also purchase surplus on a fixed-price basis at the Wytheville retail store.

SAVINGS AND COST AVOIDANCE

- Live public auction sales of heavy equipment and vehicles have been outsourced to two major auction service firms, both having a broad national and international customer base.
 - The contractors pick-up surplus vehicles and heavy equipment throughout the Commonwealth at agency locations and then transport, secure, clean, and auction-off the property.
 - The Commonwealth has benefited by reducing or eliminating labor, transport, maintenance, and service costs, while achieving a greater return on the sale of property due to far greater competition for equipment and vehicles with an internationally-oriented customer base.
 - Buying from the Commonwealth allows surplus to be purchased at reduced costs, in many cases offering high-quality property that is better and longer-lasting than new products.
- OSPM expanded the use of internet sales for the disposal of selected property on-site at the agency loca-



tion. As a result of selling on the internet, the yearly cost avoidance is estimated to be about \$1.5 million.

- OSPM initiated distribution of surplus furniture between agencies, which resulted in a cost savings of over \$100,000.
- In recent years, transferring modular office furniture to various state agencies, OSPM generated a cost savings of \$70,000.
- OSPM supports the reutilization of state owned assets between state agencies and helps to facilitate this process.

CUSTOMER-FOCUSED SERVICE

- OSPM offers two distribution centers — one in Richmond and the other in Wytheville. The Wytheville center is located in Southwest Virginia and includes a retail store available to the general public. The store sells a wide variety of merchandise at a fixed-price, similar to a private retail store.
- OSPM has increased the use of the internet for selling surplus property that belongs to agencies. The process from beginning to end takes three weeks or less. This saves on agency labor time, transportation costs, and provides for a quick turn around for the agency to move the property. Also, agencies are able to retain a portion of the sales revenue.
- The OSPM web site provides agencies easy access to view property. It includes inventory listings for both warehouse locations as well as items available for upcoming auctions.
- The general public can also “bid” on property through internet auction sites and also during regular live auctions offered throughout the year.
- The Shenandoah Valley Regional Airport needed to pull a plane out of the mud that had been stuck for three years. The staff at the Wytheville Surplus Property warehouse worked closely with the Regional Airport to find a tug big enough to tow a plane. In FY12 the tug, sold by the Wytheville Surplus Property Warehouse, was used by the Regional Airport to pull the

plane out. The plane is a 138 passenger airbus and the tug was able to pull it down the taxi way. The Regional Airport saved about \$95,000 by obtaining the item through Surplus Property versus buying it new.

- Pulaski County needed four 100kw generators. The retail cost would have been \$35,140 for each generator. The County obtained them from Surplus Property in FY12 for \$3,000 each, which resulted in a savings/cost avoidance of more than \$128,000 for the county.
- The Town of Coeburn acquired a 6,000lb forklift from Surplus Property for \$3,500. If the town had obtained it new, it would have cost \$15,008. The town saved \$11,508.
- The New River Valley Airport, in FY12, saved \$10,800 by obtaining a Ford farm tractor with a broom sweeper attachment from Surplus Property for \$3,200 instead of buying it new for \$14,000.
- The Town of Rural Retreat, in FY12, acquired a pull trailer from Surplus Property for \$1,800. The regular retail price was \$7,285. The town experienced a \$5,485 savings/cost avoidance by obtaining the item from Surplus Property.
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WYTHEVILLE: RETAIL STORE

- Sales volume utilizing the retail store format has increased sales dollars exponentially. Prior to the public retail store opening in the fall of 2008, the public could view and acquire state surplus at the Wytheville site about every other month. The current format is a retail operation offering shopping to the public Monday through Friday from 9:00 a.m. to 3:00 p.m., excluding holidays. Public sale totals from Wytheville:
FY2012 - \$347,615
(Only includes Wytheville store and Wytheville internet sales)

HOW TO VIEW AND PURCHASE SURPLUS PROPERTY

- **To view State and Federal Surplus Property:**
Go online at <http://surplus.dgs.virginia.gov> and click on **Federal Surplus Property Program**. There is a listing for Richmond and Wytheville. Call for additional information or stop by to visit a warehouse location.
- **To view Federal Property at Military and Federal Installations:**
To screen federal property available across the U.S. at various military and federal installations, go online to <http://GSAXcess.gov>. For more information, call 804-236-3667.
- **To view only State Surplus Property:**
Screen property available at state agencies at <http://www.govdeals.com> and click **Go** or call and visit a warehouse location.



STEPS TO DISPOSE OF STATE PROPERTY

1. Refer to Chapter 12 of the Division of Purchases and Supply Agency Procurement and Surplus Property Manual (APSPM). www.Dgs.virginia.gov
2. Maintain good records of items.
3. Store items carefully and in covered and protected areas.
4. Move items quickly; don't stockpile.
5. Don't pay for storage space you might not need.
6. Call OSPM assistance on disposal methods, including transfers, sales and donations.

RECYCLING

A statewide scrap metal contract is available to all agencies of the Commonwealth. Assistance with electronic recycling as well as recycling a variety of materials, including paper, cardboard, and rechargeable batteries is available by calling 804-236-3675.

CONTACT AND LOCATION INFORMATION

Richmond Surplus Property Warehouse

1910 Darbytown Road
Richmond, VA 23231
Phone: (804) 236-3670
Fax: (804) 236-3663
Brad Crawford, Director
Susan Blanks, Warehouse Manager

Wytheville Surplus Property Store/Warehouse

Wytheville Shopping Plaza
800 E. Main Street
Wytheville, VA 24382
Phone: (276) 228-6803
Fax: (276) 228-6927
Floyd Coburn, Warehouse Manager

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